

NewMMIS Job Aid: Submit MMQ

The Management Minutes Questionnaire (MMQ) is used to determine the total minutes of care per day that a resident requires. The score at the MMQ's end determines the reimbursement rate a nursing facility receives for each resident. This job aid describes how to

- Access MMQ service questions
- Enter the required information on an MMQ
- Submit an MMQ

Access the MMQ

From the MassHealth Provider Online Service Center:

1. Click **Manage Members**.
2. Click **Long Term Care**.
3. Click **Enter Management Minute Questionnaires (MMQ)**.

Member Search

On the **Member Search** panel:

4. Select the **Provider ID** from the drop-down list.
5. Enter the **Member ID**.
6. Enter the **Last Name**.
7. Enter the **First Initial**.
8. Select the **Reason for Submission** from the drop-down list.
9. Click **Search**.

Complete the Personal Information Panel

On the **Personal Information Panel**:

10. Enter the **Effective Date**.
11. Enter the **Date of Admission**.

Note: The **Date of Admission** field is blank for MMQs for new admissions and conversions. For other submission reasons (e.g., semiannual score change), the admission date is returned in the search response. This field cannot be future-dated.

12. Click the **Service Questions 1-12** tab.

Complete the Service Questions 1-12 Panel

On the **Service Questions 1-12** panel:

13. (*Question 2*) Select the **Skilled Observation Daily** choice from the drop-down list.

Note: Question 1, **Dispense Medications and Chart**, is pre-filled for all members.

14. (*Question 3: Personal Hygiene*) Select the **Bathing** choice from the drop-down list.

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15. (Question 3: Personal Hygiene) Select the **Grooming** choice from the drop-down list.
16. (Question 4) Select the **Dressing** choice from the drop-down list.
17. (Question 5) Select the **Mobility** choice from the drop-down list.
18. (Question 6) Select the **Eating** choice from the drop-down list.
19. (Question 7:Continenence/Catheter) Select the **Bladder** choice from the drop-down list.
20. (Question 7:Continenence/Catheter) Select the **Bowel** choice from the drop-down list.
21. (Question 8) Select the **Bladder/Bowel Retaining** choice from the drop-down list.
22. (Question 9) Select the **Positioning** choice from the drop-down list.
23. (Question 10) Select the **Pressure Ulcer Prevention** choice from the drop-down list.
24. (Question 11:Skill Procedure Daily/Pressure Ulcer) Select **Stage 1** from the drop-down list.
25. (Question 11:Skill Procedure Daily/Pressure Ulcer) Select **Stage 2** from the drop-down list.
26. (Question 11:Skill Procedure Daily/Pressure Ulcer) Select **Stage 3** from the drop-down list.
27. (Question 11:Skill Procedure Daily/Pressure Ulcer) Select **Stage 4** from the drop-down list.
28. (Question 11:Skill Procedure Daily/Pressure Ulcer) Select the **Frequency** from the drop-down list
29. (Question 12) Select the **Skilled Procedure Daily/Other** choice from the drop-down list.
30. (Question 12) Select the frequency from the **Procedure 1** drop-down list.
31. (Question 12) Select the frequency from the **Procedure 2** drop-down list.
32. (Question 12) Select the frequency from the **Procedure 3** drop-down list.
33. Click **Get Score**.

Note: Get Score is not required to get to the next panel, but it allows you to keep track of the total range of minutes as you procedure through the questionnaire. It will also identify any errors on this panel.

Complete the Service Questions 13-14 Panel

On the **Service Questions 13-14** tab:

34. (Question 13: Special Attention) Select the **Immobility** choice from the drop-down list.
35. (Question 13: Special Attention) Select the **Severe Spasticity/rigidity** choice from the drop-down list.
36. (Question 13: Special Attention) Select the **Behavioral problems** choice from the drop-down list.
37. (Question 13: Special Attention) Select the **Isolation** choice from the drop-down list.
38. (Question 14: Restorative Nursing) Select the **Code/Type 1** choice from the drop-down list.
39. (Question 14: Restorative Nursing) Select the **Code/Type 2** choice from the drop-down list.
40. (Question 14: Restorative Nursing) Select the **Code/Type 3** choice from the drop-down list.
41. Click **Get Score**.

Note: Get Score is not required to get to the next panel, but it allows you to keep track of the total range of minutes as you procedure through the questionnaire. It will also identify any errors on this panel.

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Complete the Additional Questions Panel

On the **Additional Questions** panel:

42. (Question 15) Select the **Toilet Use** choice from the drop-down list.
43. (Question 16) Select the **Transfer** choice from the drop-down list.
44. (Question 17) Select the **Mental Status** choice from the drop-down list.
45. (Question 18) Select the **Restraint** choice from the drop-down list.
46. (Question 19) Select the **Activities Participation** choice from the drop-down list.
47. (Question 20: Consultation) Select the **Type 1** choice from the drop-down list.
48. (Question 20: Consultation) Select the **Frequency 1** choice from the drop-down list.
49. (Question 20: Consultation) Select the **Type 2** choice from the drop-down list.
50. (Question 20: Consultation) Select the **Frequency 2** choice from the drop-down list.
51. (Question 20: Consultation) Select the **Type 3** choice from the drop-down list.
52. (Question 20: Consultation) Select the **Frequency 3** choice from the drop-down list.
53. (Question 21: Medication) Select the **Type 1** choice from the drop-down list.
54. (Question 21: Medication) Select the **Frequency 1** choice from the drop-down list.
55. (Question 21: Medication) Select the **Type 2** choice from the drop-down list.
56. (Question 21: Medication) Select the **Frequency 2** choice from the drop-down list.
57. (Question 21: Medication) Select the **Type 3** choice from the drop-down list.
58. (Question 21: Medication) Select the **Frequency 3** choice from the drop-down list.
59. (Question 21: Medication) Select the **Type 4** choice from the drop-down list.
60. (Question 21: Medication) Select the **Frequency 4** choice from the drop-down list.
61. (Question 22: Accidents/Contracture/Weight Change) Select the **Accidents** choice from the drop-down list.
62. (Question 22: Accidents/Contracture/Weight Change) Select the **Contracture** choice from the drop-down list.
63. (Question 22: Accidents/Contracture/Weight Change) Select the **Weight Change** choice from the drop-down list.
64. (Question 23) Enter the ICD-CM code in the **Primary ICD Diagnosis Code** field.
65. (Question 24) Enter the Secondary ICD Diagnosis in the **Secondary Diagnosis Codes** field.

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Complete the Certified Statement Panel

On the **Certified Statement** panel:

66. Enter the name of the registered nurse who completed the MMQ in the **Name of RN Evaluator** field.
67. Enter the date of the MMQ evaluation in the **Evaluation Date** field.
68. Enter the name of the facility's administrator in the **Name of Administrator** field.
69. Select the affiliation from the **Affiliation** drop-down list.
70. Select the **Discharge Reason** from the drop-down list, if the member is being discharged.
71. Enter the **Discharge Date**, if the member is being discharged.
72. Click **Submit**.

Confirmation Screen

Upon successful submission of the MMQ, the confirmation panel displays and includes the numerical score and the Category, which reflects the range of minutes for the MMQ.

73. Click one of the following.
 - **Print**
 - **Request Another MMQ**
 - **Close**

Note: If the MMQ was successfully processed, but no LTC segment was found for the member and Provider ID, then the MMQ would be pended and the pended panel would display here.